Office Accommodation Strategy

Phase I	Phase II	Phase III "Smart Working"
• Delivered 2014 • Release of Lion House • Letting of the Guildhall Annex	• Release of Hobson House, Mill Road Depot, Cherry Hinton Road • Vacating Guildhall ground floor • Transition into (re-furbished) Mandela & Cowley road • Reduction to 7:10 desk ratio	• Further rationalisation of office accommodation to 1 building • Reduction to 5:10 desk ratio • Building tbc. Business case presentation: April 2018
• £334,000 p.a. saving from 2015/16 • £100,000 income p.a. from 2016.	• Receipts of circa £7m to 11m • £60,000 reduction op. costs p.a. • Contribution to land supply in the City	• Possible receipts of £6m to £13m • Possible income p.a. • Further reduction in op. costs

Office Accommodation Strategy Phase II Overview

Service Area Impacted	Move From	Move To	People	Desks
Environmental Services (Health)	Mill Road	Mandela House	44	28
Environmental Services (All Other)	Mill Road	Cowley Road	40	24
Community Services	Hobson House	Mandela House	41	28
Revenues and Benefits	Hobson House	Mandela House	56	44
Customer Services	Mandela House	Mandela House	39	39
Estates and Facilities	Mill Road	Cowley Road	54	37
Housing Services	Hobson House	Mandela House	47	36
Housing Development Agency	Hobson House	Mandela House	10	5
Corporate Strategy	Guildhall Ground	Guildhall 4th	24	19
Parking Services	Guildhall Ground	Guildhall 4th	7	5
Legal	Guildhall Ground	Guildhall 4th	23	6
Property	Guildhall Ground	Guildhall 4th	6	5

Phase II: Smart Working Culture

- Work with HOS and Managers on Smart Working behaviours and principles
- Develop and implement Smart Working communications plan
- Work with teams to identify how to move to a culture of increased Smart Working and agree team protocols
- Review smart working policies and processes and identify what can be adjusted for Phase 2 and what should be planned into Phase 3
- Provide training to leaders and managers on managing Smart Working/remote working teams
- Provide training to staff on how to be an effective Smart Worker
- Track benefits realisation and culture change

Phase II: Smart Working Technology

- Create device strategy for Phase II (laptops, phones)
- Assess user needs to enable remote working
- Procure & roll out technology
- Embed best practice telephony usage in Phase II service areas
- Upgrading wifi in all buildings (priority Phase II buildings) as part of normal ICT upgrade road map
- Training to staff on effective use of technology and user access in all locations